nqt manager

NQT Management Software

Tutor User Manual

A Walkthrough Guide

Tutor User Manual

www.nqtmanager.com

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Notes

Use this area to doodle or make any notes in as you go through this manual

Help
If you require some help at any point please contact our helpdesk
www.nqtmanager.com/support

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What is a Tutor?

A Tutor can complete assessments and register NQTs in your school.

Tutor Access Privileges

- Add/Edit/Remove NQTs.
- Add/Edit/Remove Tutors.
- Complete Assessments.

Registering as a Tutor

Your Tutor, Head Teacher, or an Existing Tutor will need to add you to NQT Manager. Please see the section Creating a new Tutor.

How to Login to NQT Manager

You will need to login to NQT Manager with your unique username and password in order to use the system.

Please Note: You should never login using a password belonging to another member of staff. This is against the terms and conditions of using nqtmanager.com. If you require access to NQT Manager please ask an existing Tutor, Induction Coordinator, or Head Teacher to add you to the system as a Tutor.

Entering a Username and Password

To return to the login page from any NQT Manager page you can click on the *Login* link from the top right corner of the screen. If this link is not available and your see *Log Out* instead this means that you are already logged in.

From the Login Page you will need to:

1. Enter your username and password.

REF 3.1

a. You can use the Show Password checkbox to see what you are entering for your password.

b. Enter the username and password exactly as you received them.

2. Click on *Log-in* to be taken to your dashboard.

If you cannot login to NQT Manager please see How to Retrieve a Username or Password.

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How to Retrieve a Username or Password

The password recovery page can be used for retrieving login details for all users at your school.

Accessing the Password Recovery Page

The link to the password recovery page is below the Login Details box on the Login page.

1. Click on the *Retrieve a username or password link*.

REF 4.1

2. Select the name of your school from the drop down list.

REF 4.2

3. Select your role (position) at the school.

4. If you select Tutor or NQT as your role you will need to enter your last name.

5. Click on *Send Username and Password* to have the details sent to the registered email address.

REF 4.3

Thank you for your request. The username and password has been sent to the registered email address,
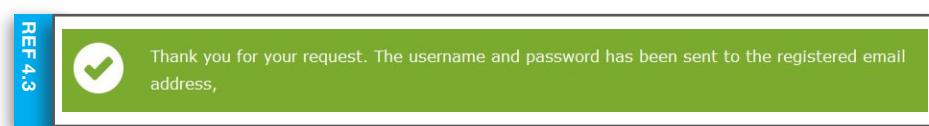
Please Note: *Emails are not always instant and can take over 10 minutes to arrive depending on your mail server.*

What to do if the Email Does Not Arrive

If you do not receive the email after 20 minutes please try the following:

CONTINUED OVER

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1. Please make sure that you are checking the correct email address.

2. Check your junk email box.

3. Contact your IT Manager or the person that manages your email server. All emails that are sent from NQT Manager arrive from the email address NoReply@nqtmanager.com. Your email server may be blocking email arriving from this address.

4. Another Induction Coordinator or Head Teacher can login to view the username or change the password for any Tutor or NQT. To do this they will need to login and go to the list of NQTs or Tutors and select the relevant user. From the user details page they will see the username and be able to change the password.

5. If you are still having trouble retrieving the login details you can add a new helpdesk post or contact the technical support number at the top of the screen.

Digital Signatures

What is a Digital Signature?

Your digital signature is a very important part of the NQT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing an assessment or registration is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

To digitally sign an assessment or registration, you'll need to tick a box to confirm you are signing and then simply click a button.

Please note *that this is a change from the old digital signature system, which required you to save personal information.*
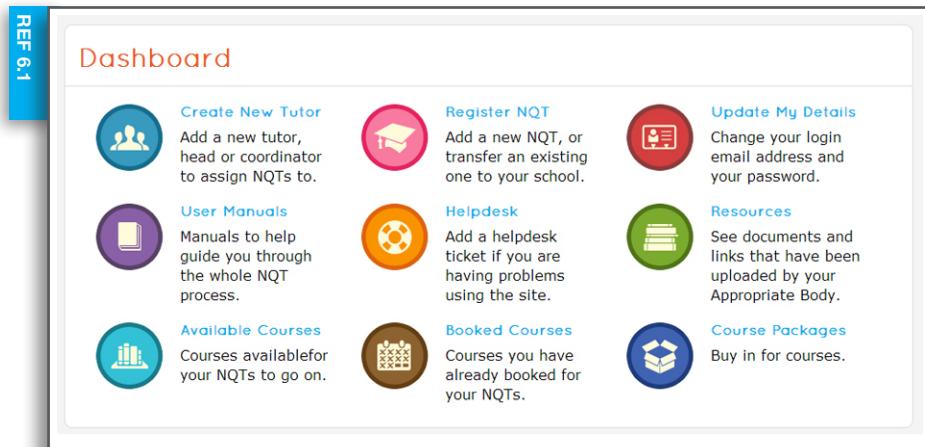
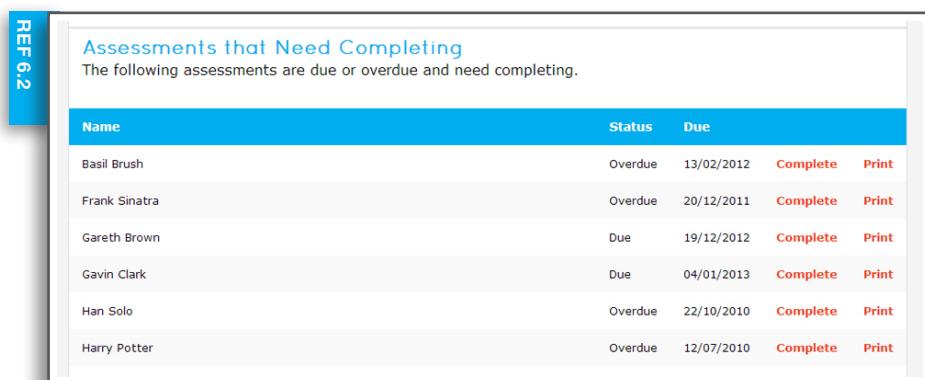**Notes**

CONTINUED OVER

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Dashboard

Once you have logged in you will be taken to your NQT Manager Dashboard page which provides quick links to your tasks.

REF 6.1

Dashboard

Create New Tutor
Add a new tutor, head or coordinator to assign NQTs to.

Register NQT
Add a new NQT, or transfer an existing one to your school.

Update My Details
Change your login email address and your password.

User Manuals
Manuals to help guide you through the whole NQT process.

Helpdesk
Add a helpdesk ticket if you are having problems using the site.

Resources
See documents and links that have been uploaded by your Appropriate Body.

Available Courses
Courses availablefor your NQTs to go on.

Booked Courses
Courses you have already booked for your NQTs.

Course Packages
Buy in for courses.

Pending Tasks

When you have pending tasks to complete on the system, your dashboard may not be visible. Instead, you will see a list of your pending tasks, such as assessments that need completing or digitally signing. You can click the links to view, complete or digitally sign the assessments. You can also tick all the boxes and sign all of the assessments in one go.

REF 6.2

Assessments that Need Completing
The following assessments are due or overdue and need completing.

Name	Status	Due		
Basil Brush	Overdue	13/02/2012	Complete	Print
Frank Sinatra	Overdue	20/12/2011	Complete	Print
Gareth Brown	Due	19/12/2012	Complete	Print
Gavin Clark	Due	04/01/2013	Complete	Print
Han Solo	Overdue	22/10/2010	Complete	Print
Harry Potter	Overdue	12/07/2010	Complete	Print

Creating a new Tutor

1. Login to NQT Manager.

REF 6.2

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

2. From the top grey menu click on *Tutors*.

REF 6.3

assigned to that tutor.

Create a new Tutor

First Name	Last Name	Position	NQTs	
Rivhard	Westerbeek	Induction Co-ordinator	1	Edit

CONTINUED OVER

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3. Click on the *Create a new Tutor* link.

REF 7.1

Create a new Tutor

Please fill out each of the various sections below of the tutor's details. Once all sections have been completed, click the 'save details' button at the bottom of the page.

First Name:

Last Name:

Telephone:

Email:

Confirm Email:

Position: Please Select ▼

Received Training?:   Yes ▼ (Not NQT Manager Training).

Date Received?:   19 ▼ September ▼ 2012 ▼

Password:

Confirm Password:

💾 Save

You will need to:

4. Complete all of the required information.

   a. Ensure that the email address is entered correctly. NQT Manager will use this email address to inform the Tutor of important information such as when assessments are due.

   b. Choose a password that is not easy to guess.

Please Note: *The field 'Received Training' is not for training on the NQT Manager system. This is for the training received from the awarding body for monitoring NQT induction.*

5. Click *Save Details*.

6. An email will be sent to the new Tutor's email address with the username and password.

Register an NQT

1. From the top grey menu move your mouse pointer over *NQTs*.

REF 7.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

Register NQT

List of NQTs

Alerts

A drop down menu will appear.

2. Select *Register NQT*.

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Teaching Agency Registration Information

Notes

REF 8.2

> NQT Registration - Step One - Personal Details
>
> **Teaching Agency Registration Information**
> These details must be **exactly** the same as those registered with the Teaching Agency, including middle name(s) where those were registered.
>
> **Title:** Please Select
>
> **First Name:**
>
> **Last Name:**
>
> **Previous Surname:** (if applicable)
>
> **Email Address:**
>
> **Date of Birth:** 19 September 1991
>
> **Teacher Ref. No:** (seven digit number without the '/')
>
> **National Insurance:**
>
> **Ethnic Origin:** Declined to give ethnic origin
>
> **Registration Type**
> Please select the registration type that best suits your NQT:
>
> ○ **A new NQT, in their first term of induction**
>
> ○ **An existing NQT who has already partially completed induction at this school**
>
> ○ **An existing NQT who has partially completed induction at a different school**
>
> → Continue

3. Complete all of the required information.

Please Note:
a. *You cannot register an NQT that does not have a Teacher Reference Number. Contact your Awarding Body if you do not know what this is.*
b. *The Last Name and Date of Birth must exactly match what is registered with the Teaching Agency.*

4. Click on *Save and Continue*.

REF 8.1

> NQT Registration - Step Two - Contract Details
>
> **Start Date of Induction:** 01/09/2012 - 20/12/2012
> (at this school)
>
> Please select the term date from above. If the NQT did not start on the first day of the term, please also tick the checkbox below and enter the date that the NQT started.
>
> **The NQT started between terms:** ☐
>
> **How Many Days per week:** 5 days a week (Full Time) (This includes release time).
>
> **Contract Type:** Please Select...
>
> **Year(s) NQT is to teach:**
> Not Applicable
> Foundation
> Nursery
> Reception
> Year 1
> Year 2
> Year 3
> Year 4
> Year 5
> Year 6
> Year 7
> Year 8
>
> To choose multiple years, please hold down Ctrl and click each required year
>
> **Subject(s) NQT is to teach:**
> Not Applicable
> Art
> Art & Design
> Biology
> Business Studies
> Careers
> Chemistry
> Citizenship
> Classics
> Dance
> Design & Technology
> Drama
>
> To choose multiple subjects, please hold down Ctrl and click each required subject
>
> ☐ **Has the NQT been CRB checked?**
>
> ☐ **Have references been sought for this NQT?**

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Contract Details

REF 9.1

NQT Registration - Step Two - Contract Details

Start Date of Induction: (at this school)   01/09/2012 - 20/12/2012

Please select the term date from above. If the NQT did not start on the first day of the term, please also tick the checkbox below and enter the date that the NQT started.

The NQT started between terms: ☐

How Many Days per week: 5 days a week (Full Time)   (This includes release time).

Contract Type: Please Select...

Year(s) NQT is to teach:
Not Applicable
Foundation
Nursery
Reception
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Year 7
Year 8

To choose multiple years, please hold down Ctrl and click each required year

Subject(s) NQT is to teach:
Not Applicable
Art
Art & Design
Biology
Business Studies
Careers
Chemistry
Citizenship
Classics
Dance
Design & Technology
Drama

To choose multiple subjects, please hold down Ctrl and click each required subject

☐ **Has the NQT been CRB checked?**

☐ **Have references been sought for this NQT?**

Induction Tutor
Please select the NQT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

Induction Tutor: Rivhard Westerbeek - Induction Co-ordinator   Add New Tutor

← Back   → Continue

5. Complete all of the required information.

   a. To select multiple years to teach hold down the *CTRL* button on your keyboard and click on each year.

Please Note: It is important that you select the correct days per week as this will be used when generating assessments.

6. Select an existing *Tutor* from the drop down list or click *Add New Tutor*.

7. Click *Next Step*.

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Training Details

Notes

REF 10.1

8. Complete all required information.

   a. If the teacher training institute is not available select *Other*.

   b. To select multiple qualified subjects hold down the *CTRL* button on your keyboard and click on each subject.

9. Click *Next Step*.

Home Address

REF 10.2

10. Complete all required information.

11. Click *Next Step*.

CONTINUED OVER

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Additional Information

1. Complete all required information.

2. And Click Continue

REF 11.2

NQT Registration - Step Five - Additional Information

Primary Pool
We run a primary pool....

* **Did you attend our primary pool:**   Please Select ▾

* **If so, where did you hear about our primary pool?:**   Please Select ▾

← Back   → Continue

Course Buy In

3. Select between the Buy In Options

REF 11.2

NQT Registration - Courses

Course Buy In
Do you wish to buy into the.....This fee includes all of the

Buy In: Please Select... ▾

← Back   → Continue

4. And Click Continue

Notes

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Confirm Registration Details

Notes

12. Check that the NQT's details are correct.

13. Click *Click here to Complete Registration*.

14. Ask your Head Teacher to login and digitally sign the registration form.

Once the registration is signed your Awarding Body will authorise the NQT.

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View a List of your NQTs

1. From the top grey menu move your mouse pointer over *NQTs*.
   A drop down menu will appear.

REF 13.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

Register NQT
List of NQTs
Alerts

2. Select List of *NQTs*.

View an NQT's Details

1. Go to the list of your NQTs. (See View a List of your NQTs.)

REF 13.2

List of NQTs

Register a New NQT

Current NQTs

Name	TRN	Current Status	Action
Brown, Gareth	0000000	Authorised	View
Brush, Basil	0000000	Authorised	View
Clark, Gavin	0000000	Authorised	View
Clooney, George	0000000	Authorised	View
dfth, fn	0000000	Authorised	View

2. Click *View* next to the name of the NQT you wish to view.

Overview Page

REF 13.3

Overview - John Smith

NQT Overview
Personal Details
Training Information
Monitoring Tutor
Contract Details
Print Details
Previous Schools
Documents
Available Courses
Booked Courses
Courses Buy In

Status: Authorised
Teacher Ref No. (DCSF): 0000000
Date QTS was Awarded: 12/7/2009
DOB: 12/7/1989
Start Date of Induction: (at this school) 07/06/2010
School: [12345] Marden School
Tutor: Bruce Willis

Completed FTE: 0
Contract FTE: 1
Remaining FTE: 3
Assessments Completed: 1
Next Assessment Due: 22/10/2010
Estimated End Date: 20/12/2012
Number of Days Absence: 0

Termly Assessments

Term	FTE	Start	Due	Status	Action
1	1	07/06/2010	22/10/2010	With Appropriate Body	Print

From this page you can see a summary of the NQT's details.

Status and FTE
Details of the current status of the NQT and FTE completed and remaining
are displayed in the top section of this page.

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Website Login Information
The username for the NQT is displayed.*Termly Assessments*

A list of all completed, due and upcoming assessments are listed in this section. When an assessment becomes available you will be able to click on a Complete link next to the assessment.

A *Print* link next to a due or completed assessment allows you to view a PDF version which can be saved to your computer or printed.

Print Details

Clicking on *Print Details* from the left menu will download a PDF version of the NQT registration form.

Editing an NQT's Details

1. Go to the *Overview* page for the NQT. (See View an NQT's Details.)

REF 14.3

Overview - John Smith

NQT Overview
Personal Details
Training Information
Monitoring Tutor
Contract Details
Print Details
Previous Schools
Documents

Status: Authorised
Teacher Ref No. (DCSF): 0000000
Date QTS was Awarded: 12/7/2009
DOB: 12/7/1989
Start Date of Induction: (at this school) 07/06/2010
School: [12345] Marden School
Tutor: Bruce Willis

Completed FTE: 0
Contract FTE: 1
Remaining FTE: 3
Assessments Completed: 1
Next Assessment Due: 22/10/2010
Estimated End Date: 20/12/2012
Number of Days Absence: 0

2. From the left menu select an option. These are explained below:

Personal Details

This page allows you to update:

- The name of the NQT.
- Email address.
- Date of birth.
- National insurance number.
- Teacher reference number.
- Home address.

Training and Qualification Details

This page allows you to update:

- The Date QTS (Qualified Teacher Status) was awarded by the Teaching Agency.
- Teacher Training Institute Attended.
- Qualified Subjects.
- Qualified Age Range.
- Has the NQT been CRB checked?
- Have references been sought for this NQT?
- Has this NQT successfully completed the skills tests for Numeracy, Literacy, and ICT?

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Monitoring Tutor

This page allows you to specify who the current monitoring Tutor for the NQT is.

REF 15.1

Term	FTE	Start	Due	Status	Action
3 (Final)	1	15/10/2012	04/01/2013	Due	Fill In	Print

Contract Details

This page allows you to update:

REF 15.2

This term's contract details have been:

Contract Type: Permanent

Days Per Week: 5 days a week (Full Time)

← Back   → Continue

- The Start Date of Induction at the current school.
- The Year(s) the NQT is to teach.
- The Subject(s) the NQT is to teach.
- How many days per week the NQT will work.
- Whether the NQT is on a permanent or temporary contract.

Associated Schools

If the NQT has been at more than one school within your Awarding Body this page will display information about the previous schools and the FTE achieved.

This page only displays schools that have been entered into NQT Manager.

Previous Schools

The Previous Schools page displays information about the schools that the

REF 15.1

Recommendation
- The teacher named above has performed satisfactorily against the Teachers' Standards for the completion of induction
- The teacher named above has not performed satisfactorily against the Teachers' Standards for the completion of induction

Support and Monitoring
Yes   I confirm that the NQT has received a personalised programme of support and monitoring throughout the period specified above in line with statutory guidance

Days Served
65

Number of days employed during this assessment period, including absences (Number of days that can count towards induction during this assessment period).

2

Number of days of absence during this assessment period. For Example enter 5 for five days or 5.5 for five and a half days.

Reductions
0

If a reduction to the number of days to be served by the NQT has been agreed with the appropriate body please include the number of days here.

Future Employment
- Will be continuing employment at this school
- Will not be continuing employment at this school but is staying in a school in the county
- Will not be continuing employment at this school and is leaving the county

Please Note: You must complete all required fields for your information to be saved.

← Back   → Continue

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NQT attended outside of the Awarding Body's area. You can add or remove previous schools from this page.

This page allows you to update:

- Previous school name and address.
- Awarding body.
- Start date.
- Terms completed.

REF 16.1

- Days of absence.

NQT Documents

Please see the section on Uploading NQT Documents for more information.

Uploading NQT Documents

NQT Manager allows you to upload documents that support a NQT's induction if authority has signed up.

1. Go to the *Overview* page for the NQT. (See View a NQT's Details.)
2. Click Documents from the left-hand menu.
3. Click *Add a new document*.
4. Enter a name and description for the file.
5. Select the file to upload.
6. Click *Save Details*.

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Completing an Assessment

1. Go to the *Overview* page for the NQT. (See View a NQT's Details.)

2. Select *Complete* next to the relevant assessment from the list.

This Term's Contract Details

3. Complete the information for This Term's Details.

4. Click *Next*.

Select Assessment Type

The first time that you visit the assessment page you will be asked to select which assessment type to use. If you do not know which to select contact your Awarding Body.

5. Select the correct assessment type.

Please Note: You cannot change the assessment type once selected. Please ensure that you select the correct assessment type.

6. Click *Save Details*.

Enter the Assessment Details

7. Complete all fields on the assessment page.

8. Click *Next*.

Additional Information

If your Awarding Body would like you to complete extra information you will be shown a page with the additional questions.

9. Complete all required information.

10. Click *Next.*

Next Term's Contract Details

11. Complete the contract details for next term.

12. Once you are happy that the assessment is 100% correct select the checkbox *This assessment is submitted and ready to be digitally signed*.

13. Click *Next*.

Add your Digital Signature to the Assessment

14. See the section Digitally Signing an Assessment.

NQT and Head Teacher Signatures

15. Ask your Head Teacher and NQT to login using their username and password to digitally sign the assessment.

Digitally Signing an Assessment

REF 17.1

Current Signatures
× Signed By Head
× Signed By Tutor
× Signed By NQT
☑ View Printable Form

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1. Go to the *Overview* page for the NQT. (See *View a NQT's Details*.)

2. Click on *Sign* next to the assessment.

   a. If the *Sign* link is not next to the assessment you will need to click on *Complete*.

   b. Follow the assessment process through to the Next Term's Details page.

   c. Select the checkbox *This assessment is submitted and ready to be digitally signed.*

   d. Click the *Next* button.

Enter your Digital Signature

3. View the assessment form, then *tick the box* to digitally sign the form.

4. Click *Save Details*.

View Resources Provided by your Awarding Body

REF 18.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

1. From the top grey menu select *Resources*.

REF 18.2

Resources

Documents
Please click on the links below to open any documents that you require. Documents will open in a new browser window.
- Guide to the new standards
- NQT handbook
- NQT handbook

2. Click on the resource to download.

Help and Support

Adding a Helpdesk Ticket

1. From the top grey menu move your mouse pointer over *Help & Support*. A drop down menu will appear.

2. Select *Help Desk*.

REF 18.4

more information you include, the quicker we will be able to get your issue resolved for you.

Submit A New Support Ticket
Ask a new question to our support staff. In most circumstances, helpdesk posts will be answered within 4 hours between the hours of 09.30-17.00 Monday to Friday.

Submit A New Support Ticket

Open Support Tickets
Enter your helpdesk issue number and secure code below to access your existing helpdesk ticket. This information can be found in the e-mail sent to you when the first query was placed.

3. Click *Submit a New Support Ticket*.

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4. Fill out the details

You will then receive an email with an issue number and support pin. You can

use these details to view responses to your helpdesk ticket. There will also be a link to your support ticket within the email. You will receive an email when a response is sent.

Viewing a response to a Helpdesk Ticket

You will receive an email when a response is received. Click on the link within

the email to access your support ticket.

Alternatively:

1. From the top grey menu move your mouse pointer over *Help & Support*. A drop down menu will appear.

2. Select *Help Desk*.

3. Enter the issue number and security code you received by email when adding the support ticket.

4. Click *View Issue*.

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Changing your Login Details

1. From the top grey menu select *Login Details*.

REF 20.1

| NQTs | Tutors | School | Courses | Resources | Login Details | Help & Support |

2. Edit your login details.

REF 20.2

Login Details

Email: _____ *

Confirm Email: _____

Username:

Password: _____

Confirm Password: _____

Save

If you are changing a password, your new one must be between **6 and 10 characters** and contain both **letters and numbers**.

3. Click *Save Details*.

Notes